

Company Information Sheet

(Use with "Find out Something about the Company" worksheet)

Instructions: Before going on a job interview, find out something about the employer. Here are some questions you should answer:

- ☐ Where is the company located?
- ☐ Is it a local business or part of a national company?
- ☐ Who is (are) the company's hiring authority (authorities)?
- ☐ Does it manufacture a product? What kind?
- ☐ Does it sell goods or merchandise? What kind?
- ☐ Does it provide a service? What kind?
- ☐ Is it a private-for-profit or a nonprofit organization?
- ☐ What kind of jobs do they have at this company?
- ☐ What is the company's starting wage rate?
- ☐ How do employees who do the kind of work I am seeking dress on the job?
- ☐ If you are not sure how to dress for the interview, call them and ask! That's right--call the employer. Ask to be put through to Human Resources and say:
- ☐ "I have an interview with _____ in the _____ department for a position as an _____. Could you please tell me what would be appropriate dress for this interview?"
- ☐ Find out the interviewer's name and don't mispronounce it.

